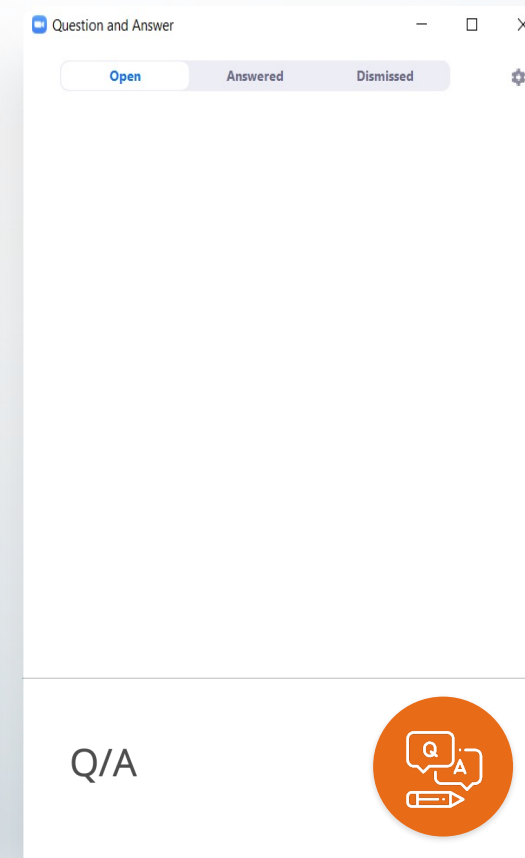
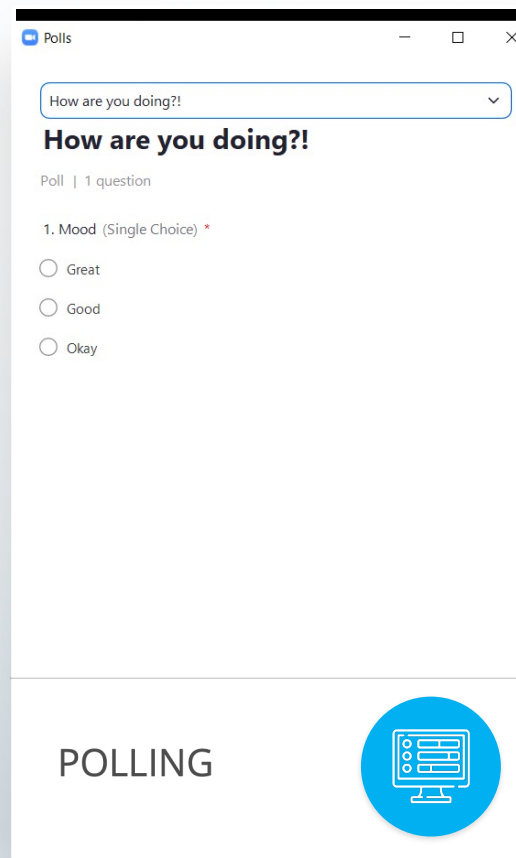
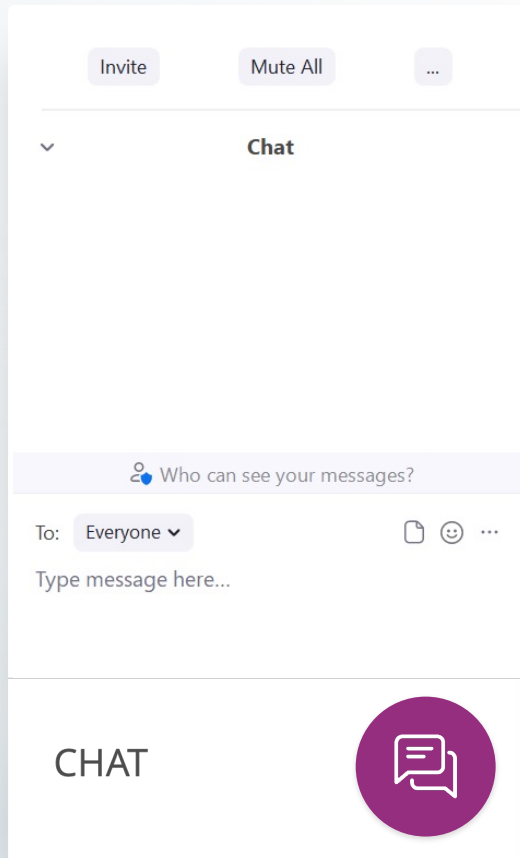


A man in a light-colored suit and striped tie stands at the front of a meeting room, smiling and gesturing with his hands. He is addressing a group of people seated around a large conference table. The room has large windows in the background, and the scene is overlaid with a semi-transparent blue filter. The text "Train the Trainer Learning Showcase" is centered over the image in a large, white, sans-serif font.

Train the Trainer Learning Showcase

Zoom Reminders



About the Presenter



**SARA
LEWIS**

Training Lead, DGS
Richmond, Virginia



**JAIME
WOLTZ**

Senior Consultant,
CGI
Richmond, Virginia



**AMANI
ROBINSON**

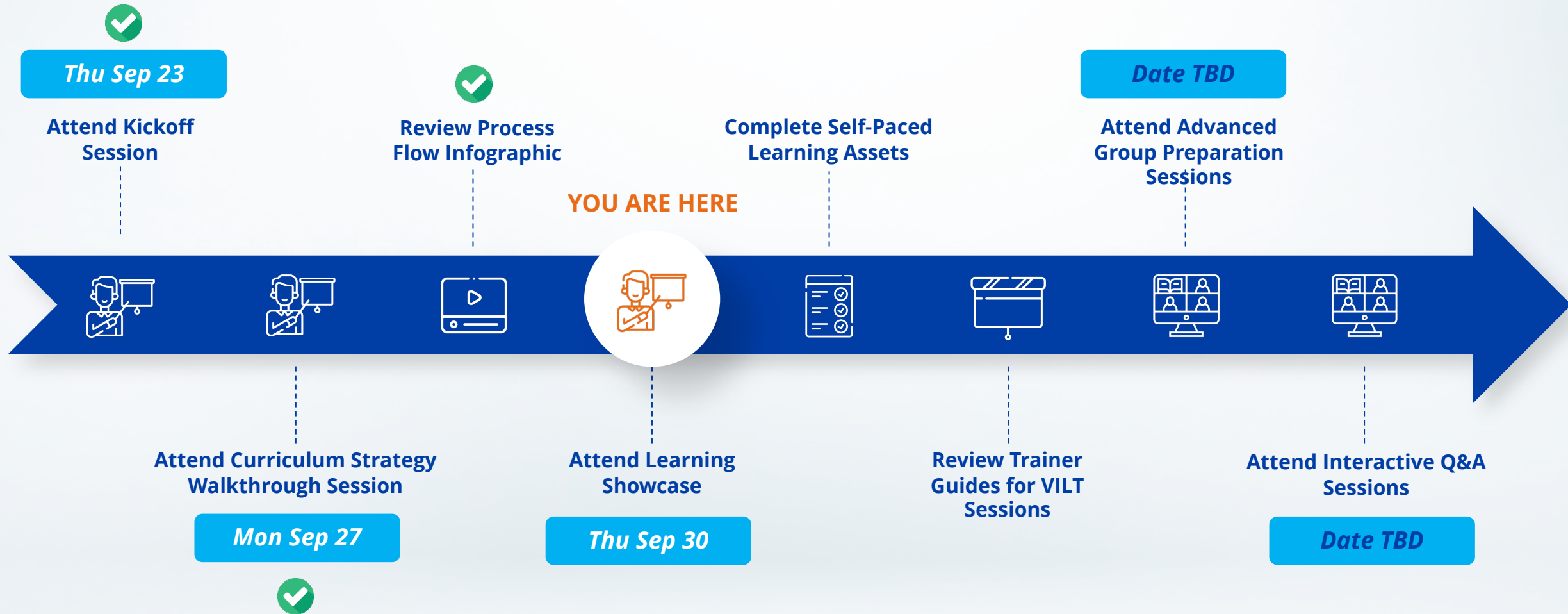
Senior Consultant,
CGI
Silver Spring,
Maryland



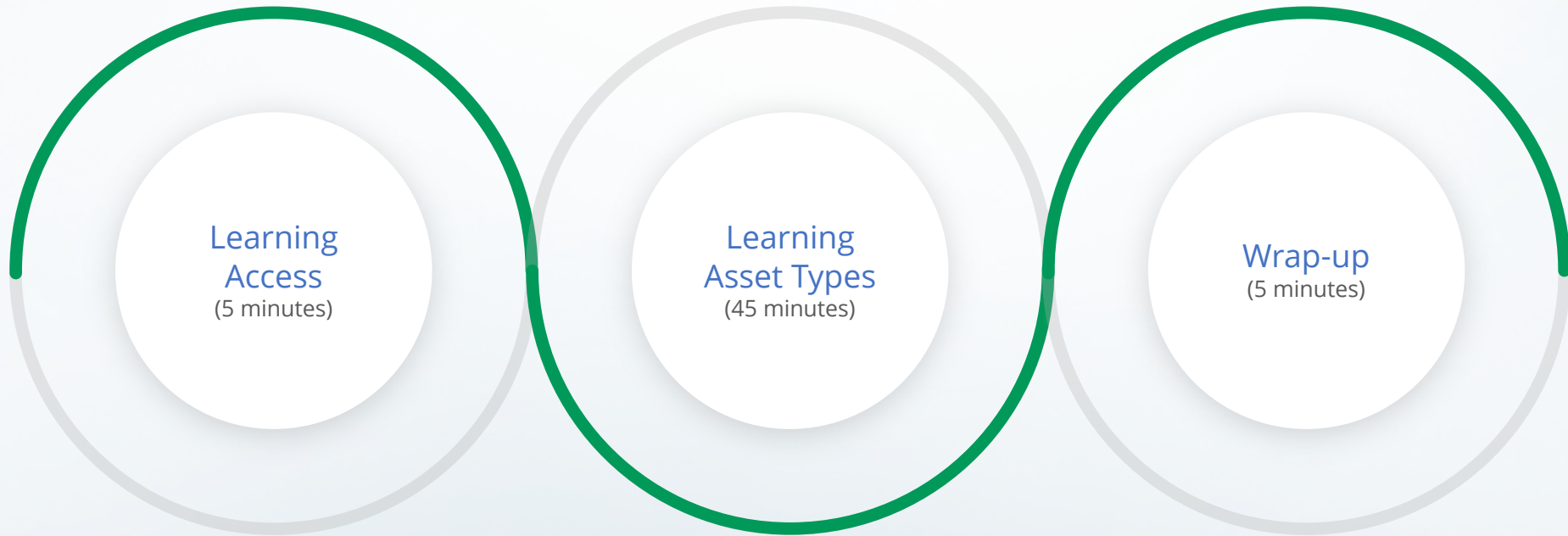
**KALI
MAGINITY**

Sr. Learning
Experience Architect,
Infopro Learning
Chicago, IL

Today: Learning Showcase



Session Agenda



Learning Access Instructions



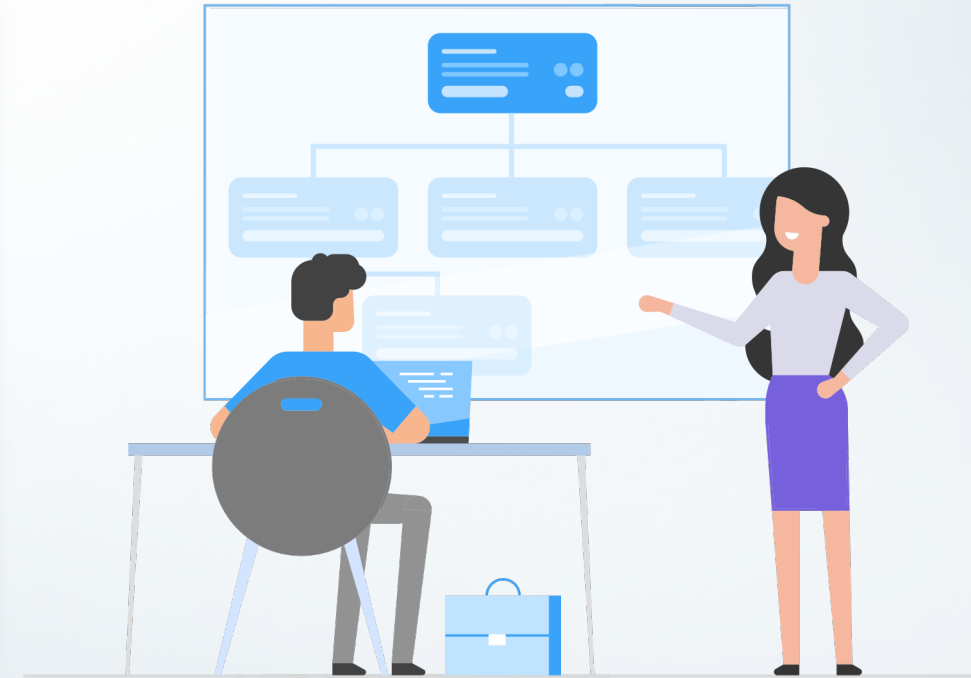
Virginia Institute
of Procurement

Where To Go...

- You can access the assets by logging into the VIP LMS then navigating to the “eVA Trainer Resources” section
 - Don’t have a login to the LMS? Not a problem! The system will assign you one.
 - Each asset will have:
 - Title
 - Description
 - Corresponding tags (i.e. Infographic)

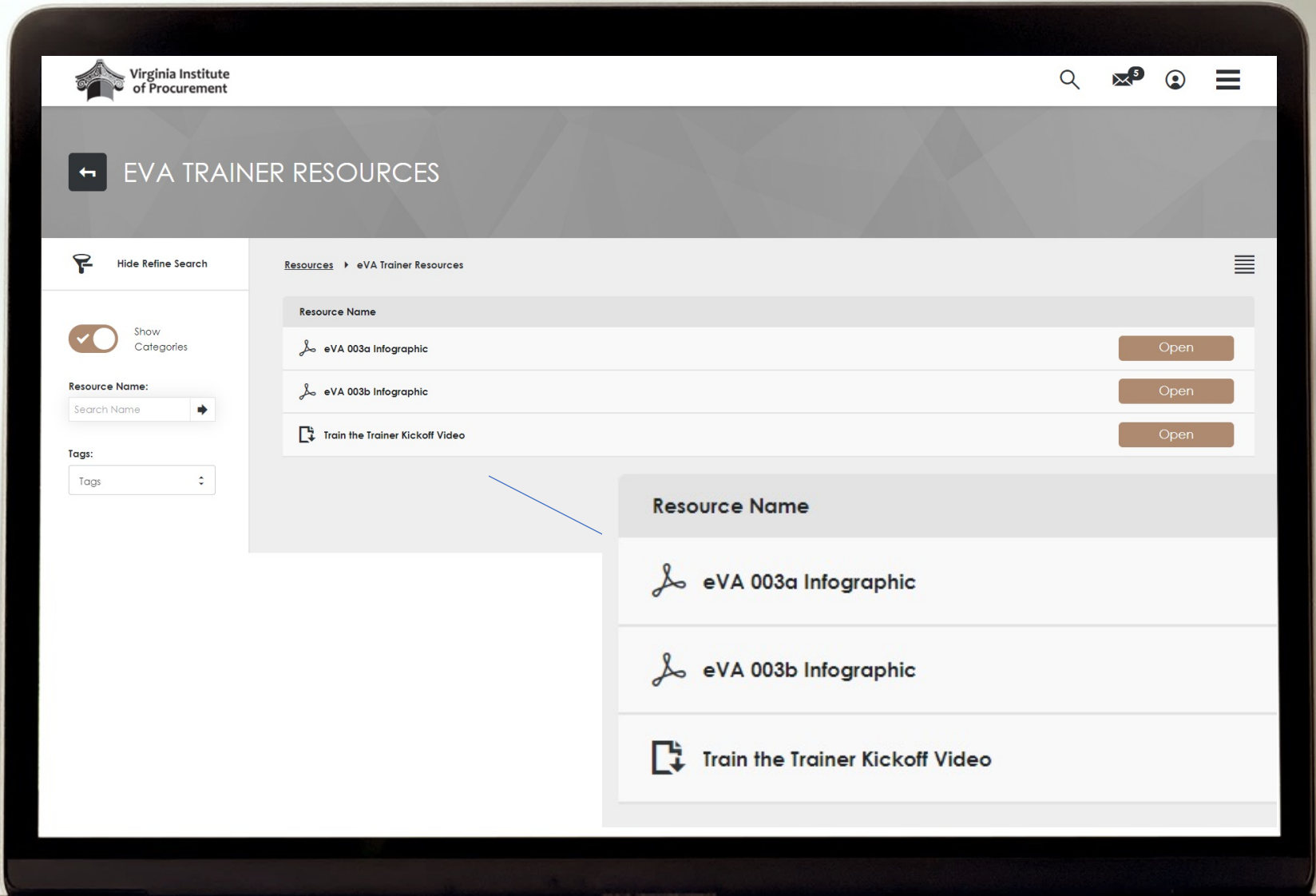
What’s Expected

- Take the opportunity to learn the materials without being overly focused on review.
- Feedback will be captured, but may not be implemented immediately due to timeline constraints.
- Due dates for review will be provided for each asset



Need technical assistance in the VIP LMS? The contact information for technical support is located at the bottom of each page.
Virginia Institute of Procurement Learning Management System | absorb@dgs.virginia.gov | 804-225-4058

Learning Access



A laptop screen displaying a video preview for 'Pcard Management'. The screen has a green and blue background with the text 'Pcard Management' in white. A blue circle with the text 'PREVIEW Pcard Management' is overlaid on the top right of the screen.

PREVIEW Pcard Management

Pcard Management

What are they?

Short, animated explainer videos featuring system screens and contextual information

How do they compare?

- Shorter and more visually-oriented
- Focused on high-level conceptual information

When are they used?

Typically used at the start of a functional category to introduce key concepts



PREVIEW Catalog Shopping



What are they?

10-15 minute self-paced learning involving concepts, demos, and knowledge checks

How do they compare?

- More robust than an explainer video
- More theoretical than a practice simulation

When are they used?

Used for presenting detailed information in an interactive way (very common asset type)

Practice Simulations



PREVIEW P2P Requisitions I: Practice



What are they?

Interactions wherein learners perform tasks based on a scenario and receive feedback

How do they compare?

More practical/hands-on than eLearning (often paired together for a task area)

When are they used?

Provides a practice opportunity, after conceptual information has been shared

Quick Reference Guides / PDFs



PREVIEW Pcard Management: Key Points

CREATING AND MAINTAINING Pcards IN eVA



Purchase Cards or Pcards are charge cards that users (individuals or companies) use to procure goods and services from suppliers in eVA the same way they would use a credit card in a store.
An eVA user can set up Pcard administration within their eVA user profile.

Adding Pcards

To add a Pcard, click the **Add Pcard** button in the **Pcard Info** section of the **User Profile** screen and then provide information such as:

A screenshot of the 'Pcard Management' form in the eVA system. The form is titled 'Pcard Management' and has a 'Pcard Info' section. It contains fields for 'Pcard Label', 'Card Provider', 'Card Number', 'Expiration Month', 'Expiration Year', and 'Status'. A yellow callout box points to the 'Pcard Label' field with the text 'Users can store one or more Pcards as part of their eVA user profile.' The form is displayed on a tablet screen within a laptop monitor.

Users can store one or more Pcards as part of their eVA user profile.

Pcard Label
Label to be given to the Pcard. There is no default label. And a maximum of 256 characters can be used.

Card Provider
Service provider of the credit card associated with the Pcard, such as Visa, Mastercard, AMEX, Discover (for state Pcard users) and Other (for non-state Pcard users).

Name
Name of the credit card holder.

Expiration Month and Year
Expiration dates of the credit card associated with the Pcard. The system always does a check to validate that a past date is not entered, and displays a blocking error if it is.

Card Number
Credit card number associated with the Pcard. Only the last four digits will be displayed.

Status
Active (can be used), Inactive (has expired), or Delete (user no longer wants to use)

What are they?

Performance support (job aids) with detailed recaps of on-demand information

How do they compare?

- Intended for future reference
- Typically summarizes eLearning content

When are they used?

Key points for each functional area will be consolidated in a PDF

Virtual Instructor-Led Trainings (VILTs)



PREVIEW
Catalog Group Session
for Requisitioners- VILT

ePG

CATALOG GROUP SESSION

For Requisitioners

**What are
they?**

Live 60-minute group sessions conducted via Zoom

**How do they
compare?**

Strongest opportunity to ask questions and discuss observations (“human element”)

**When are
they used?**

Generally included at the end of a functional category, sometimes divided by audience

Assessments



PREVIEW Catalog Assessment for Requisitioners



What are they?

10-minute multiple choice assessments requiring an 80% score to pass

How do they compare?

This is a culminating assessment, used to measure/validate learning from preceding assets

When are they used?

Positioned at the end of each functional category (excluding Introduction/Getting Started)

Which asset type are you most excited about?



A Videos



D Quick Reference
Guides / PDFs



B eLearning



E VILTs



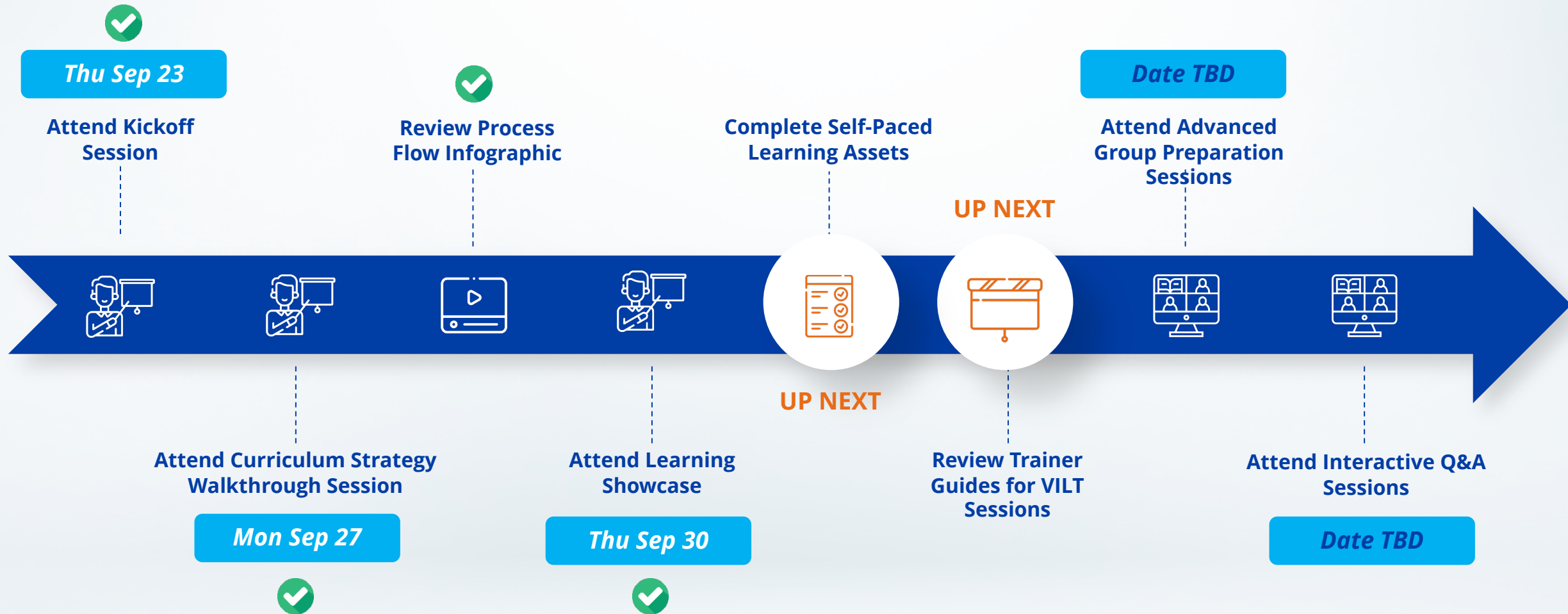
C Practice
Simulations



F Assessments



Next Step: Complete Self-Paced Learning Assets



Content Drop

	Content Drop 1	Content Drop 2	Content Drop 3	Content Drop 4	Content Drop 5	Content Final Drop
Infographic	<ul style="list-style-type: none"> A001 Learning Pathway A003a High-Level Process Flow A003b High-Level Process Flow (for Suppliers) 					
Video	<ul style="list-style-type: none"> A002a Welcome to eVA A002b Welcome to eVA (for Suppliers) A007 Pcard Management 	<ul style="list-style-type: none"> A030 Contract Basics 		<ul style="list-style-type: none"> A048 P2P for Suppliers Video 	<ul style="list-style-type: none"> A004 Login and Basic Task Management 	<ul style="list-style-type: none"> A043 Managing and Importing Catalogs A013 Supplier Registration A014 Account Maintenance A025 Viewing and Responding to Solicitations
WBT	<ul style="list-style-type: none"> A037 Catalog Shopping A049 P2P Requisitions I A051 P2P Requisitions II A053 P2P Requisitions III A057 P2P Orders I 	<ul style="list-style-type: none"> A059 P2P Orders II 	<ul style="list-style-type: none"> A061 P2P Orders III A018 Create a Sourcing Project A019 Simple Sourcing A021 Prepare an RFx 	<ul style="list-style-type: none"> A022 Creating Quick Quotes A026 Solicitation Evaluations A031 New Contracts A032 Contract Management 	<ul style="list-style-type: none"> A005 Basic System Preferences 	<ul style="list-style-type: none"> A042 Catalog Maintenance A012 Supplier Registration
Simulation	<ul style="list-style-type: none"> A050 P2P Requisitions I A058 P2P Orders I 	<ul style="list-style-type: none"> A054 P2P Requisitions III 	<ul style="list-style-type: none"> A052 P2P Requisitions II A060 P2P Orders II A062 P2P Orders III: 	<ul style="list-style-type: none"> A023 Sourcing Practice A027 Solicitation Evaluation Practice A033 Contracts Practice 		<ul style="list-style-type: none"> A044 Catalog Maintenance Practice
PDF	<ul style="list-style-type: none"> A008 Key Points: Pcard Management A010 Creating a Supplier A038 Key Points: Catalog Shopping A011 ADMIN: Creating a Supplier 	<ul style="list-style-type: none"> A055 P2P Requisitions: Key Takeaways A063 P2P Orders: Key Takeaways A009 ADMIN: User Management 	<ul style="list-style-type: none"> A024 Key Points: Sourcing A034 Key Points: Contracts A020 Simple Sourcing QRG 	<ul style="list-style-type: none"> A041 ADMIN: Catalogs QRG 		<ul style="list-style-type: none"> A006 Quick Start Guide A045 Key Points: Catalog Maintenance A015 Account Maintenance A017 ADMIN: Supplier Management
Assessment	<ul style="list-style-type: none"> A040 Catalog (Requisitioners) A065 P2P 			<ul style="list-style-type: none"> A029 Sourcing A036 Contracts 		

VILT Drop



VILT

VILT Drop 1

- A039 Catalog Group Session (Requisitioners)
- A056 P2P Requisitions Group Session
- A064 P2P Orders Group Session

VILT Drop 2

- A028 Sourcing Group Session
- A035 Contracts Group Session

VILT Final Drop

- A046 Catalog Group Session (Suppliers)
- A047 Catalog Assessment (Suppliers)



A man in a light-colored shirt and striped tie stands at the head of a conference table, smiling at a group of people seated around the table. The scene is set in a modern office with large windows in the background. The image is overlaid with a semi-transparent teal filter.

Quick Q&A

(Write it in the Q&A!)



THANK YOU!